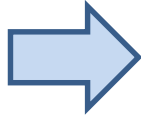


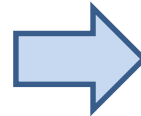
Child Development and Care – Client Application Process

Step 1:
Complete an
application



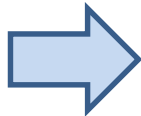
Visit www.michigan.gov/mibridges to complete and submit an electronic application. You may also visit www.michigan.gov/childcare to complete a DHS-4583 Child Development and Care (CDC) Application, or the DHS-1171 Application for Assistance is available at your local Department of Health and Human Services (DHHS) office. Paper applications may be mailed, faxed or dropped off to your local DHHS office.

Step 2:
Complete the
required
interview



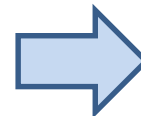
After submitting your application for Child Development and Care, a DHHS specialist will either call you to complete the interview, or send an appointment notice to your mailing address. The interview may be completed by phone, or in person.

Step 3:
Search for a
quality provider



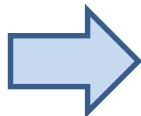
While you're waiting for an interview, you should begin your search for a quality childcare provider at www.GreatStartToQuality.org. Complete the DHS-4025 CDC Provider Verification and have your selected provider sign the DHS-4025, then return it to your DHHS specialist. If provider is unlicensed, refer to unlicensed provider document [here](#).

Step 4:
Return
requested
verifications



If you receive a DHS-3503 Verification Checklist in the mail, be sure to return the requested verifications by the due date. If you need more time gathering your verifications, call your DHHS specialist to request an extension.

Step 5:
Receive DHS-
1605 and DHS-
198C



Within 45 days of your application date, you will receive a DHS-1605 Notice of Case Action and a DHS-198C CDC Client Notice notifying you of your Child Development and Care benefits. The provider you selected will also receive a DHS-198 CDC Provider Notice.